

DIVISION OF CRIMINAL JUSTICE

State Office of Victim-Witness Advocacy

New Jersey Victim Assistance Grant (VAG) Program

NOTICE OF AVAILABILITY OF FUNDS FOR COMPETITIVE GRANT PROGRAM

Take notice that, in compliance with the Federal Victims of Crime Act (VOCA) of 1984, 42 U.S.C. §§10601 et seq., the Department of Law and Public Safety, Division of Criminal Justice, State Office of Victim-Witness Advocacy announces the availability of competitive subgrants to develop, continue, expand or strengthen services to crime victims.

Funds for the NJ Victim Assistance Grant (VAG) Program are derived from the Federal Victims of Crime Act (VOCA) Formula Grant Program, administered by the Division of Criminal Justice pursuant to guidelines published in the Federal Register, Vol. 62, No. 77, April 27, 1997 (62 Fed. Reg. 19607-621). For the grant period covered by this notice, applications can be submitted for individual grants in amounts up to \$60,000 each.

PROGRAM PURPOSE

The purpose of the VAG Program is to support services to crime victims. Services are defined as those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after victimization; assist victims to understand and participate in, the criminal justice system; and provide victims of crime with a measure of safety and security. Projects that may be funded under the program include those that are designed to provide: (1) emergency shelter, food and clothing; (2) emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim (funds may not be used for non-emergency legal representation such as in divorce or child

custody matters); (3) crisis intervention and 24-hour hotlines; (4) information, referral and community education; (5) expanded services for victims' families and significant others; (6) services and activities that assist primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after victimization such as support groups, individual and group counseling and therapy by a qualified professional mental health provider; and (7) emergency locksmith and carpentry services.

Additional information about eligible services, etc., can be found in the Program Guidelines, available from the State Office of Victim-Witness Advocacy. VAG funds shall not be used to pay the costs of parenting skills training or forensic medical examinations or any other medical procedures. Funding priorities include: survivors of homicide victims; and underserved populations defined broadly as racial, cultural and ethnic minorities and those for whom English is not their first language; older people; people with disabilities; and people in isolated, underserved geographic areas.

Grant Period

January 1, 2006 through December 31, 2006

Eligibility

Private, nonprofit organizations which provide victim services and are organized under Title 15A of the New Jersey Revised Statutes or otherwise qualified for nonprofit tax exemption under section 501(c)(3) of the Internal Revenue Code (26 U.S.C. §501(c)(3)), and public agencies which provide services to crime victims are eligible to apply.

Application Requirements

The official application package with detailed instructions and the Program Guidelines for the NJ Victim Assistance Grant (VAG) Program can be obtained from www.njvw.org and may also be obtained by calling (609) 896-8855 or writing to:

State Office of Victim-Witness Advocacy
NJ Division of Criminal Justice
P.O. Box 085
Trenton, New Jersey 08625-0085

One original and four copies of the completed application **MUST** be received in the State Office of Victim-Witness Advocacy **no later than 4:00 p.m., on Friday, September 9, 2005.**

The address for regular mail is the same as above. The address for overnight mail or hand deliveries only is:

State Office of Victim-Witness Advocacy
3131 Princeton Pike, Bldg. 3A, Suite 100
Lawrenceville (Mercer County), N.J. 08648

Facsimiles or electronic mail will not be accepted. **Applications received after the 4:00 p.m. deadline will not be considered for funding.** Applications that do not comply with the requirements of the Notice of Availability of Funds or the Program Guidelines will not be considered. The Division of Criminal Justice reserves the right to decline any and all applications for funding and to award grants in amounts that may be other than as requested. Agencies previously funded are not guaranteed continued funding nor funding at previous levels. This application may be subject to disclosure pursuant to the Open Public Records Act (N.J.S. 47:1A-1 et seq.).

The application package and Program Guidelines contain required administrative, program and budget forms. The program narrative must contain the following information:

AGENCY BACKGROUND, MISSION, EXPERIENCE AND CAPABILITY

Describe in detail the agency's mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's understanding of and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory authority. Applicants currently receiving VAG funding must provide a project evaluation summary that describes the strengths, weaknesses, levels of service, outcomes and the impact of the project.

PROBLEM STATEMENT/NEEDS ASSESSMENT

Identify the specific problem(s), target population and geographic area that the proposed project will address. Describe the needs and characteristics of the target population; local needs and conditions; describe existing services and identify gaps and/or barriers in services. Provide supporting documentation including relevant facts, statistics, study findings, etc.

GOALS, OBJECTIVES AND METHODS

Specify clear, realistic goals for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goals, problem statement/needs assessment and target population. Measurable objectives shall include but not be limited to the level of service to be provided. Describe in detail the program's approach or strategy for attaining each objective. Complete a project work plan which includes each objective along with the major activities, responsible staff and feasible time frames for each objective and activity.

PARTNERSHIP/COLLABORATION/COORDINATION OF SERVICES

Partnership/Collaboration/Coordination of Services are strongly encouraged in all projects. Describe the agency's partnership/coalition building strategy and use of volunteers. Applications for projects which require coordination of services among two or more agencies must contain a signed Affiliation Agreement. An Affiliation Agreement must define roles, responsibilities, referral mechanisms, collaboration and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. At least three letters of support for the specific project proposed must be included with the application.

PROJECT MANAGEMENT AND STAFF

Identify project management and key staff and explain how they are uniquely qualified to manage/implement the project. Provide current resumes along with job descriptions that describe the title, responsibilities, education and experience for each position for whom VAG or matching funds are requested. State if the position is full-time or part-time; if part-time, the number of hours and percentage of time devoted to the project. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget.

PROGRAM EVALUATION

Develop a project evaluation which will measure the extent to which stated objectives were achieved and the impact on the victims served. Specify how, when and what type of data will be collected, probable test instruments and persons responsible for conducting the evaluation. Client feedback is strongly encouraged. If measurement does not include client feedback, an explanation must be provided.

BUDGET NARRATIVE

Provide detailed narrative justification for the federal request and match funds identified by Budget Category itemized on the Budget Detail forms. Costs must be specific and tied to the project objectives. Applicants should refer to the Program Guidelines for a description of budget categories, allowable expenditures and match requirements. A 20% match, either cash or in-kind contributions, is required for all applicants.

SELECTION CRITERIA

Evaluation/scoring of applications will be based on a total of 100 points as the highest possible score with the maximum points assigned to each category as follows: Background, Mission, Experience and Capability (15 points); Problem Statement/Needs Assessment (15 points); Goals, Objectives and Methods (25 points); Partnership/Collaboration/Coordination of Services (10 points); Project Management and Staff (10 points); Program Evaluation (15 points); Budget and Budget Narrative (10 points). Other factors to be considered include need and funding priorities.

MANDATORY TECHNICAL ASSISTANCE WORKSHOPS (THREE OPTIONS)

Mandatory technical assistance workshops for prospective applicants will be held to provide information and answer questions on the following dates: Tuesday, August 2, 2005, Friday, August 5, 2005 and Tuesday, August 16, 2005. The workshops will be held in the 2nd Floor Training Room at 3131 Princeton Pike, Building 3A, Lawrenceville (Mercer County), New Jersey from 9:30 a.m. - 1:00 p.m. Attendance is mandatory to only one of the workshops and due to limited seating advance registration is required. Registration forms are included in the application packages which are available online at www.njvw.org.

IMPORTANT DATES/DEADLINES:

August 2, 2005	Technical Assistance Workshop (9:30 a.m. - 1:00 p.m.)
August 5, 2005	Technical Assistance Workshop (9:30 a.m. - 1:00 p.m.)
August 16, 2005	Technical Assistance Workshop (9:30 a.m. - 1:00 p.m.)
September 9, 2005	Applications Due - No later than 4:00 p.m.

NOTIFICATION OF AWARD

All applicants will be notified in writing on or about December 1, 2005 as to whether or not the agency's proposed project will be funded.

Vaughn McKoy
Director, Division of Criminal Justice

Date: _____